



Arizona Department of Transportation

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August 1, 2001

INFORMATION BULLETIN NO. 01-08

TO: ADOT Project Managers/Monitors
Consultants

FROM: Engineering Consultants Section

SUBJECT: REVISIONS TO STATE TRAVEL POLICY

Effective August 9, 2001, as a result of legislation in House Bill 2166, several changes to the State's Travel Policy have been made.

The following is a change that will impact the reimbursement of consultants.

- All claims for travel expenses are to be made on a reimbursement basis. You may claim your actual expenses up to the allowable limit for meals and incidentals. That means that you must actually spend the amount being claimed before you can request reimbursement. The use of allowances or per diem charges is not permitted. We are not requiring receipts (except for lodging and airfare) but expect that you will be able to substantiate all items listed on your travel voucher.

For further information on State Travel Policy may be found at the following website.

<http://www.gao.state.az.us>

If you have questions regarding this bulletin, please call Susan Tellez at (602) 712-7525

A handwritten signature in cursive script, reading "Catherine J. Hegel", written over a horizontal line.

Catherine J. Hegel
Contract Administrator